

**BUILDING DEPARTMENT
BUILDING COMMISSIONER / ZONING OFFICER**

DEFINITION

Position is responsible for department level management of the Building Department; including the enforcement of all construction and related codes, serving as the Town's zoning enforcement officer, directing the activities of all subordinate personnel, performing the administrative work of the department, directing the issuance of permits and the collection of fees, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Enforces all of the provisions of the Massachusetts State Building Code, Massachusetts Architectural Access Board, Marion Zoning By-Laws, Green Communities, and any other state statutes, rules and regulations, ordinances or bylaws that empower the building commissioner;
- Acts on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, and removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures;
- Receives all applications, examines and approves plans and specifications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures;
- Attends Zoning Board of Appeals hearings to advise Board on matters relating to special permits, variance requests and other related issues;
- Inspects premises for which permits have been issued and enforces code and bylaw compliance; issues certificates of occupancy and annually inspects buildings and structures for public assembly;
- Investigates allegations of zoning and code violations. Orders compliance, initiates and pursues legal remedies when warranted;
- Develops and executes administrative policies and procedures for all assigned functions of the building department;
- Supervises Department personnel; Assigns, trains and evaluates all departmental administrative and inspection personnel.
- Acts as liaison with and coordinates department activities with other departments, agencies, commissions, boards, committees, and Town Planner where required;
- Responsible for preparation of departmental budget and all administrative, regular, or special reports;
- Initiates legal action as necessary for violations of the Zoning By-Law and State Building Code;
- Assists public with questions regarding building codes, zoning questions or questions regarding construction projects;
- Looks for cost savings;
- Seeks grant funding;
- Follows Master Plan;
- Maintains good public relations;

- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines.

EDUCATION AND EXPERIENCE

Associate degree in architecture, engineering or related field or journeyman level in the trades and three to four years of relevant experience; or any equivalent combination of education, training, certification and experience. Bachelor's degree preferred. A valid Massachusetts driver's license and certification as a Massachusetts Building

Inspector is required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of Microsoft Office, Excel. Knowledge of building and construction practices, techniques, and equipment, and principles of egress, fire prevention, strength of materials, ventilation, solid fuel burning appliances and soils conditions. Knowledge of the Massachusetts State Building Code and other applicable rules, regulations and laws governing building construction practices, including those of the Massachusetts Architectural Barriers Board. Knowledge of MGL 40A, local zoning and subdivision control laws.

Ability: Ability to read and interpret code and other legal requirements, technical, materials, and construction specifications, plans, and zoning maps. Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports and media. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to be diplomatic, professional and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work independently and prioritize tasks. Ability to multi-task. Ability to provide excellent customer service.

Skill: Skill to plan, organize, and direct the work and training certifications where required for subordinates, and the workflow process of the office, communicate and coordinate inter-agency activity and public interaction with the government. Customer service skills. Must be detail orientated. Must be Dependable. Must have organizational skills. Must have computer skills.

WORK ENVIRONMENT

When working in the office, the work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. When working in the field working conditions involve exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements. Incumbent may be required to work beyond normal business hours to attend evening meetings and respond to emergency situations which could involve collapsed buildings or structures, fire scenes or disaster areas.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When working in the field, employee occasionally lifts weight in excess of 60 lbs. May be required to enter into structures damaged or destroyed by fire, auto accident, weather or collapse and may be exposed to irate contractors or citizens.

Motor Skills

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Ability to read instructions, blueprints, documents and examine conditions. Frequent use of computer and reading computer screen is necessary.